

# Civil Service Commission Minutes

Cincinnati, Ohio

February 23, 2012

The Civil Service Commission met in regular session in Room 307, Council Chambers, on Thursday, February 23, 2012. Commissioners in attendance were Mr. James Robinson, Chairman, Ms. Deborah Gaines and Mr. Robert Braddock. Commission staff present included, Ms. Ursula McDonnell, Interim Civil Service Secretary; Ms. Arnell Jackson, Assistant Civil Service Secretary and Ms. Ornita Brown, Recording Secretary.

Since minutes from the February 9, 2012 meeting had been circulated among the members, a motion to dispense with a reading of the minutes was passed and the minutes were approved.

## ELIGIBLE LISTS

- Paramedic Training Officer – promotional

## SPECIAL EXAMINERS

- Robert Kuhn for the Fire District Chief exam
- Greg Howard for the Sewer Maintenance Crew Leader exam
- Billy Breig and Mike Schmidt for the Water Works Dispatcher exam

## HEARINGS

At the request of the Union, a continuance has been granted for Steve Byrne concerning his suspension from the Water Works Department.

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The Civil Service Commission has scheduled a hearing for Jasmine Wright for March 29, 2012 at 9:00 a.m. concerning her dismissal from the Water Works Department.

## METROPOLITAN SEWER DISTRICT

### **Request from the Metropolitan Sewer District for the exceptional appointment of Michele Ralston as a Senior Administrative Specialist (Strategic Communications)**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Ralston is qualified and the Commission previously approved this title for exceptional appointment.

## **WATER WORKS**

### **Request from the Water Works Department for the exceptional appointment of Jonathan Peters as an Assistant Treatment Superintendent**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Peters is qualified and the Commission previously approved this title for exceptional appointment.

## **HEALTH**

### **Request from the Health Department for the exceptional appointment of Caitlin Cardina as a Dentist**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Ms. Cardina is qualified and the Commission previously approved this title for exceptional appointment.

## **PARKS**

### **Request from the Parks Department for the transfer of Tashae Watkins from the Police Department as a Clerk Typist 2**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all parties are agreeable to the transfer.

## **PUBLIC SERVICES**

### **Request from the Public Services Department for the exceptional appointment of Charles Mason and Bradley Dorrman as Cement Finishers**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that they are qualified and the Commission previously approved this title for exceptional appointment.

## **RETIREMENT**

### **Request from the Retirement Department for the transfer of Terry Bock from the Metropolitan Sewer District as an Administrative Technician**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that all parties are agreeable to the transfer.

## **TRANSPORTATION AND ENGINEERING**

### **Request from the Department of Transportation and Engineering for the promotion without exam of Joseph Hinzman from a Supervising Engineer to a Principal Engineer**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Hinzman is the only qualified and eligible employee in the employing unit.

### **Request from the Department of Transportation and Engineering for the promotion without exam of Anthony Bennett from a Civil Engineering Technician 3 to a Senior Engineering Technician**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that Mr. Bennett was chosen from the three qualified and eligible employees in the employing unit.

## **AGENDA ITEMS**

### **Request from Rhiannon Burkhardt to appeal her disqualification from the Assistant Operator and Dispatcher selection process**

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the information provided at the meeting and Ms. Burkhardt was eliminated based on the approved criteria and her own admissions and/or omissions.

### **Request from Kirsten Day to appeal her rejection from the Environmental Safety Specialist exceptional appointment process**

The staff recommended denial of the request. After review and discussion, the Commission denied the request. The decision was based on the fact that Ms. Day does not meet the minimum qualifications.

### **Request from the Parks Department to add a Florist and a Parks/Recreation Maintenance Crew Leader to their table of organization**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that the duties and responsibilities are consistent with the proposed titles.

### **Request from Enterprise Technology Solutions to add a Senior Administrative Specialist position to their table of organization**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that the duties and responsibilities are consistent with the proposed title.

**Request from the Police Department to add an Administrative Technician position to their table of organization**

The staff recommended approval of the request. After review and discussion, the Commission approved the request. The decision was based on the fact that the duties and responsibilities are consistent with the proposed title and the deletion of a Supervising Clerk.

**Request for approval of new and/or revised classification specifications:**

Level 1 Building Engineer (Board of Education) – open

**INFORMATION ITEM**

Letter from Judy Ashton concerning her disqualification from the Assistant Operator and Dispatcher selection process.

**Information Item from January 26, 2012**

- ❖ Request from the Parks Department to use the exceptional appointment process to fill six Florist positions. This item will be held for 45 days for comments or concerns.

<b>Pending:</b>
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<b>Appeals to be scheduled:</b>
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Joseph Lee  
Alfred Brewster  
Veno Mitchell  
David Johnson  
Anthony Harper  
James Roper  
Lester McEwen  
Alice Folsom  
Granada Williams  
Curtis Boykins  
Steve Byrne